DUTY STATEMENT

GS 907T (REV. 03/05)

INSTRUCTIONS: Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

RPA-**11592-ETS**	EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY	POSITION NUMBER (Agency - Unit - Class - Serial)
Admin Division - Enterprise Technology Solutions	

UNIT NAME AND CITY LOCATED	CLASS TITLE
Security and Testing – West Sacramento	Staff Information Systems Analyst (Specialist)

WORKING DAYS AND WORKING HOURS	SPECIFIC LOCATION ASSIGNED TO
Monday through Friday 8 a.m. to 5 p.m.	707 Third Street, 3rd Floor

PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)
	306-072-1312-014

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general supervision of the Data Processing Manager II, Security and Testing, the incumbent acts as a project leader on complex tasks of IT security operations in providing complex technical and analytical support and consultation services.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
35%	*All work is to be performed in accordance with State and Federal laws and rules, State Personnel Board, Department of Personnel Administration, State Administrative Manual (SAM), Government Code and other statutory mandates, and/or principles and guidelines of the Department of General Services (DGS) Executive Management.* The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations. **ESSENTIAL FUNCTIONS** In order to ensure a reliable secure networking infrastructure and support the Department's routers, switches, firewalls, infrastructure servers, and demilitarized zone, in accordance with the above guidelines: • Monitor and interpret complex data from a number of security monitoring platforms (e.g. IPS/IDS, Next-Gen Firewall, Anti-Virus, Vulnerability Scanner, etc.) to ensure secure operations of DGS Enterprise Infrastructure. • Lead the research and analysis of complex security event data to identify potential security incidents, using analysis skills to create and implement configurations for complex secure computing infrastructure. • Monitor complex public security advisories and alerts for information related to threats and vulnerabilities to DGS information systems for the applicable information to secure the DSG Enterprise computing platforms. • Lead the development and maintenance of complex incident response management policies and procedures. • Provide lead support for complex incident response and vulnerability management efforts as directed by senior staff. • Drive efforts to improve and further build out the security monitoring tools.

SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

EMPLOYEE'S STATEMENT: *I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT*

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
	ESSENTIAL FUNCTIONS (Continued) • Maintain knowledge of current complex security trends and in order to clearly communicate them to the team. • Reviews security logs to ensure the security of the enterprise network and monitors and follows up on potential security breaches or anomalies. • Researches white papers and security bulletins and keeps current on 0-day security threats via manufacturer or security related websites and alerts. In order to ensure reliable and consistent access to network resources, in accordance with the above stated guidelines, the incumbent performs a variety of complex analytical activities in support of the Enterprise WAN Network:
30%	• Provide technical leadership by providing the complex analysis and installation to support the secure enterprise WAN network architecture. • Leads the support of secure Wide Area Network (WAN) connections to the Department's headquarters at the Ziggurat through the CGEN contracted services. • Monitor and review complex network infrastructure equipment and security infrastructure logs (SIEM, TACACS, RADIUS, SYS Logs) to collect information about abnormalities on the DGS enterprise network to provide the analysis needed to interpret and resolve intermediate to advanced technical services issues related to the enterprise fiber and networking components. • Provide technical leadership for complex, large-scale network related projects like WAN installations, WAN network switch and router installations, working with vendors and partners such as building managers • Support project management by analyzing the complex technical details for project implementations, and preparing project status reports for management, while providing complex technical leadership to resolve project issues and developing project schedules.
15%	In order to provide information on compliance to departmental security standards in accordance with the above guidelines: • Act as primary administrator of the DGS' Internet usage tracking software and hardware (WebSense and PAN) by running reports as requested by the information security office. • Lead the maintenance and configuration of DGS Enterprise Content filter hardware and software by applying system software patches and system upgrades as needed. • Implement complex security policy recommendations as directed by management in order to ensure consistent security operations and reflect updates of processes through informal meetings, e-mail, and written communications for content filtering hardware and software like WebSense and PAN. • Provide oversight and guidance to staff and vendors to ensure secure enterprise networking IT projects are completed as scheduled. • Perform the analysis of complex business processes to determine if implementing or augmenting existing methodology would increase efficiency and create initial design and implementation plans for enterprise content filters.
10%	In order to provide information on compliance to departmental security standards in accordance with the above guidelines: • Act in a backup capacity to the technical lead and primary administrator of the DGS security management platform (McAfee ePolicy Orchestrator system) proactively maintaining the systems and reporting as needed for DGS management in the absence of the primary administrator. • Act in a backup capacity to the technical Lead for the planning, installation, configuration, and management of McAfee ePolicy Orchestrator and Vulnerability Manager functions. • Act in a backup capacity to the technical lead by managing users and resources in compliance to security best practice and DGS security policy with the McAfee products and product configurations. • Report on network security status by monitoring users and resources with the McAfee reporting tools. • Installs, updates and use McAfee Agent.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
10%	**MARGINAL FUNCTIONS** In order to better support the DGS network, the Staff Information Systems Analyst will develop and maintain a system of documentation of the network. Tasks include: • Provide written recommendations of options analysis to management • Lead network procedures and documentation updates. • Attend educational workshops, viewing professional publications, and utilizing spare networking equipment for testing and development. • Lead IT research, strategic planning, and recommendations on written reports. • Lead IT procurement recommendations. • Lead the technical implementation departmental IT standards. **KNOWLEDGE AND ABILITIES** *Knowledge of:* Principles of public administration, organization, and management; information technology systems equipment, software, and practices; analytical techniques; technical report writing. *Ability to:* Analyze information and situations, identify and solve problems, reason logically, and draw valid conclusions; develop effective solutions; apply creative thinking in the design of methods of processing information with information technology systems; monitor and resolve problems with information technology systems hardware, software, and processes; establish and maintain effective working relationships with others; communicate effectively. **DESIRABLE QUALIFICATIONS** • Knowledge of web filtering, intrusion protection, cyber security, VoIP technologies, Unified Communications and telecommunication concepts, practices and procedures. • Knowledge of networking concepts and practices. • Knowledge of WAN/MAN network architecture • Knowledge of routing protocols, fiber optic technology, cable management, network design best practices, and vendor agnostic switching and routing technologies. • Project lead experience in an IT environment. • Expert analytical skills to triage production incidents. • Personal computer experience and experience using MS Desktop Products (Outlook, Excel, Word, Power Point, etc.). • Extensive experience in computer systems and data management. • Proficiency in written and oral communication. **SPECIAL PERSONAL CHARACTERISTICS:** • Ability to act independently, be open-minded and flexible to other ideas and solutions, and be tactful. • Ability to learn new technologies quickly and thoroughly. • Ability to resolve technical problems quickly and tactfully. • Ability to read and interpret operating and maintenance instructions and procedure manuals. • Ability to handle multiple projects simultaneously. • Ability to work effectively under tight time constraints, client demands, and the pressure of multiple deadlines. **WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:** • Wear appropriate attire for a professional office environment. • Communicate effectively with various clients. • Read, understand, and apply knowledge acquired from various documents and resources. • Work occasional overtime. • Occasional lifting and/or moving of IT equipment up to 30 pounds. • Effectively work under stress and deadlines.